



## **DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT- Job Description**

### **OBJECTIVES**

The Director of Planning & Community Development performs work under the general supervision of the First Selectman, performing duties with a degree of independence, exercising judgement and excellent interpersonal communications skills in working with the public and Town staff. The incumbent performs a variety of routine and complex technical work in both short and long-term planning and community development. The person in this position is required to administer the day-to-day operations, coordinate information, research, and grant writing for the Town and provide technical assistance to the Planning and Zoning Commission, Economic Development Commission, and other Town boards and commissions as director or necessary.

### **ESSENTIAL DUTIES AND FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.*

Provide staff support to the Planning and Zoning Commission, Inland Wetlands Commission, and the Economic Development Commission. This includes reviewing applications, preparing reports, and recommendations, attending meetings, drafting regulations, and other duties that may be requested by such committees.

Provide input to Town economic development activities, in particular, helping to ensure compatibility of economic development and planning/zoning policies. Ensure a balanced and coordinated approach towards the economic development efforts of the Town.

Coordinate with various other committees, boards, and commissions that impact areas of planning and development, including, but not limited to Zoning Board of Appeals.

Perform general and/or specific research and secure technical information from operating departments, other agencies, and outside consultants for use in evaluating plans and proposals.

Meet with citizens, developers, engineers and/or others to discuss plans for development including technical sufficiency for conformance with appropriate regulations (zoning, subdivision, inland wetlands, and various Town ordinances).

Make recommendations to the Planning and Zoning Commission, Inland Wetlands Commission, and the Economic Development Commission regarding proposed changes in regulations.

Maintain Town website pages related to community development.

Seeks, writes, and manages grants for community development, historical preservation, economic development, long range comprehensive planning, zoning, housing, sustainability, and transportation planning.

Performs related functions as needed.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

A thorough and high level of knowledge in the principles and practices of community development and land use planning, with the ability to maintain a constant knowledge of amendments to applicable State Statutes and Regulations.

A high level of knowledge, including the ability to navigate through federal, state, and local laws/regulations pertaining to community development, historic preservation, economic development, long range comprehensive planning, zoning, housing, sustainability, and transportation planning.

Ability to act independently and make appropriate decisions with minimal supervision.

Expertise in the use and application of Geographic Information Systems (ArcView, GIS).

Knowledge of the office practices, procedures, and equipment.

Ability to read and interpret blueprints, construction plans, and specifications.

Ability to handle multiple projects simultaneously.

Ability to implement local planning objectives.

Ability to communicate effectively both orally and in writing sufficient to conduct or participate in hearings, including the ability to speak in a public forum.

Ability to prepare and present accurate and reliable reports containing findings and recommendations.

Ability to establish and maintain effective working relationships with a wide variety of others encountered in the course of the work.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Computer operations including Microsoft Word, Excel, Power Point, and web page software.

## **MINIMUM QUALIFICATIONS**

BA or BS in planning (Masters preferred), geography, engineering, public administration or related field.

Three (3) years' experience, preferably in the public sector, in community development.

Valid driver's license.

## **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed under typical office conditions with minimal physical effort. The person in this position is required to conduct site visits and meetings outside of the office and must have reliable transportation for work related use. Position requires frequently working in addition to and outside normal business hours. Attendance at night meetings is required.

Work is performed outdoors and in the office environment and may involve travelling to a variety of locations to attend meetings and inspect properties. Inspection work in the field may involve walking over rough or uneven surfaces.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge, and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement between the employer or the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.